

Department of Water Resources

Staff Services Analyst (SSA)

TRANSFER EXAM TESTING

WHO SHOULD APPLY: This is a transfer examination for Department of Water Resources (DWR). Competition is limited to employees of the DWR who meet the requirements to laterally transfer to the SSA classification or none DWR employees who have a job offer with the Department. State Personnel Board Rules 425, 430-433, 435 and 444 contain general provisions for lateral transfer.

HOW TO APPLY: You must complete the SSA Transfer Exam Request ([DWR 9632](#)). The completed form should be sent by e-mail to <mailto:Illeslie@water.ca.gov>. Enter "SSA Transfer Exam" in the subject line to ensure a timely response. Standard State Application form Std 678 will not be accepted.

FILING PERIOD: Applications will be accepted continuously.

TESTING PERIOD: Unsuccessful candidates must wait twelve months before retesting.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on SSA Transfer Exam Request. You will be contacted to make specific arrangements.

WRITTEN TEST DATE: Written tests will be scheduled in locations throughout the State as the number of candidates and conditions warrant. Candidates will receive written notice of testing once scheduled.

SALARY RANGES:

- Range A: \$2817 - \$3426 per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.
- Range B: \$3050 - \$3708 per month. This range shall apply to persons who have satisfactorily completed the equivalent to six months of Staff Services Analyst (General) or Staff Services Analyst, Fair Political Practices Commission, or Management Services Technician (Range B), and may apply to persons who have the equivalent of six months of satisfactory experience outside of State service performing analytical personnel, budget, or administrative duties similar to those of a Staff Services Analyst.
- Range C: \$3658 - \$4446 per month. This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed the equivalent of 12 months of Staff Services Analyst (Range B) or Staff Services Analyst, Fair Political Practices Commission (Range B), experience; and may apply to persons who have the equivalent of 18 months of satisfactory experience outside the State service performing analytical personnel, budget, or administrative duties similar to those of Staff Services Analyst (General).

REQUIREMENTS FOR ADMITTANCE TO THE SSA TRANSFER EXAMINATION: You must meet the requirements to laterally transfer into the SSA class by the date you submit your SSA Transfer Exam Request. Appropriateness of lateral transfer into the SSA class will be verified by personnel upon receipt of the completed SSA Transfer Exam Request.

EXAMINATION INFORMATION: The examination will consist of a written test weighted pass or fail. A passing score on the written transfer exam is indefinite. Candidates who successfully passed the SSA written test prior to the July 10, 2007 and have their Written Test Notice do not need to take the SSA transfer exam. Candidates on the abolished list have automatically had their names maintained indefinitely by SPB as having passed the exam, and will not be required to retest for SSA transfer purposes.

WRITTEN TEST SCOPE:

1. Quantitative Analysis
2. Data Analysis and Interpretation
3. Workload Management/Project Management Scenarios

To prepare for the SSA transfer exam, you should print the SSA Study Guide & Sample Test Questions

QUESTIONS: Address questions regarding the SSA transfer exam policy to <mailto:Illeslie@water.ca.gov>. To ensure a timely response, please enter "SSA Transfer Exam" in the subject line.